

Workforce Development Agency. Office of Adult Education

ABSTRACT

SECTION G: ADULT LEARNING PLAN

[Why] Purpose	<ul style="list-style-type: none"> ▪ USDOE recommended ▪ Gather and record required information that tracks participant's progress towards his/her goals and enhances the academic performance and economic success of the adult education participant. ▪ Provide consistency for all programs ▪ Eliminate duplication (Combines existing local ALP, MAERS entry form and local intake form into one document) ▪ Record required information to ensure compliance with state and federal requirements ▪ Corresponds with Office of Adult Education monitoring process
[What]	Refer to WDA approved Adult Learning Plan and Technical Assistance Paper following this abstract.
[Who]	All recipients of adult education funds (federal and/or state) are required to complete, in its entirety, and have on file the latest version of the WDA developed Adult Learning Plan (ALP) for all adult education participants.
[When]	<p>The ALP must be completed for a new registration. It is an integral, but not all-inclusive part of the student registration process.</p> <p>The Adult Learning Plan is initiated upon intake and utilized for the entire duration of the participant's adult education services across program years and for enrollment in all instructional areas (ABE, HSC, GED, ESL).</p>
[How]	<ul style="list-style-type: none"> ▪ A program-designated staff member (i.e., teacher, counselor) and the adult education participant working together should complete the ALP, and select appropriate goals. ▪ Unless noted with an asterisk (*), all information is required. Data items with an asterisk (*) are optional. ▪ The shaded fields are data items reported at ENTRY which remain unchanged during the entire duration of the registration period. ▪ The technical assistance paper provides the practitioner with the information needed to complete the ALP. ▪ An electronic version of the ALP is also available.